

2017

MOBILIZATION PLAN



County Assistance Team
(CAT)

NELO

ELO

CLO

SLO

DNRC

Montana County Fire Wardens

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AUTHORITIES

1. Montana Codes Annotated

Chapter Natural Resources General

Part 1. Protection From Fire

Department of Natural Resources and Conservation shall adopt rules to protect the natural resources of the state, including both state and private lands, from destruction by fire and for that purpose, in emergencies, may employ personnel and incur other expenses, when necessary.

2. Cooperative Fire Management Agreement

Between the U.S. Department of the Interior, National Park Service and Bureau of Indian Affairs - Portland and Billings Areas; U.S. Fish Wildlife Service - Rocky Mountain Region; U.S. Forest Service - Northern Region; and the State of Montana Department of Natural Resources and Conservation

3. Montana Emergency Operations Plan - All Hazard Response: DNRC has been designated as the lead agency under the Montana Emergency Operations Plan for coordinating response to wildland and structural fires within the State of Montana. In addition, DNRC is the designated lead agency for Dam Failures.

DNRC has been designated as a supporting agency for the following functions within the Montana Emergency Operations Plan:

❖ Coordination

Financial Management

Public Information

❖ Communications

❖ Damage Assessment

❖ Food Distribution

❖ Technical Assistance - Provide Incident Command & Incident Advisory personnel to assist in managing large scale operations. *[Technical Assistance]*

❖ Drought

❖ Hazmat & Other Disasters

Continuity of Government

**CHARTER
MONTANA COUNTY ASSISTANCE TEAM (CAT)
BOARD OF DIRECTORS**

A. MEMBERSHIP

The County Assistance Team (CAT) will be managed by a Board of Directors (Board) representing the Eastern Land Office, Northeastern Land Office, Southern Land Office, Central Land Office, and the Fire & Aviation Management Bureau. The CAT is dispatched when a county or agency can no longer manage an incident with current resources. When a situation outside of a wildland emergency (All Hazard) arises, it will be handled through established DNRC policies and procedures.

DNRC Eastern Land Office

Area Manager


Chris Pileski


DNRC Northeastern Land Office

Area Manager


Clive Rooney

DNRC Southern Land Office

Area Manager


Matt Wolcott

DNRC Central Land Office

Area Manager


Hoyt Richards

DNRC Fire & Aviation Management Bureau

DNRC Suppression Supervisor


John Monzie

Date

3/27/17

B. GOALS

The Board will be an active, decisive body that will represent the State and local governments and provide liaison with the federal government, all of which are the primary users of, and providers of, personnel to the CAT.

The Board will support and provide oversight to the operations of the team.

C. OBJECTIVES

1. The Board will ensure that qualified individuals are nominated for team membership and that those selected are provided with adequate training and support to be available for and perform the position for which they have been assigned on the CAT.
2. The Board will ensure that a qualified individual is selected for the position of Incident Commander (IC) on the team.
3. The Board will ensure that team performance meets the expectations for Type III Incident Management Teams and is responsive to user need and direction.
4. The Board will support the efforts of the CAT in all aspects of management and support.
5. The Board will acknowledge and represent issues of team management. The team will primarily be used in Eastern Montana within NELO, SLO, ELO, and CLO. The team is willing to help outside of ELO/NELO/SLO/CLO in certain circumstances, but because of several limitations those times would be exceptionally rare. The CAT is not configured to move or operate outside of its normal response area.

D. OPERATING PROCEDURES

1. The Board will have equal authority vested to each member.
2. The Board members will endeavor to meet and participate at each of the semi-annual team meetings (pre- and post-season). Otherwise, the Board will convene when matters of team business require. Any Board member or the Incident Commander may call for a meeting of the Board for any purpose associated with the operation of the Team. The person calling for the convention may determine the most appropriate method to accomplish the business at hand (e.g., meeting, conference call) and will facilitate.
3. The Board will annually review and approve the team's Mobilization Plan.
4. The Board is responsible for selection of the IC. The IC is responsible for selection of team members.

5. The Board will review team performance evaluations, provided by the IC, for each assignment and make recommendations for corrective procedures and acknowledge positive performance accordingly.
6. The Board will call for and review nominations for the position of Team Coordinator and select the individual to serve that role when the vacancy occurs.
7. Issues that come before the Board that cannot be resolved will be formally moved forward to the Chief of the Fire & Aviation Management Bureau, Montana DNRC, for appropriate action.
8. The IC will determine the location and date for an annual mid-winter meeting. The annual board of directors meeting will occur in conjunction and just prior to the team meeting.
9. The Board, along with the four Fire Program Managers will facilitate coordination among the four land offices for the yearly CAT Camp, to be rotated as follows:

2017: Within NELO

2018: Within ELO

2019: Within SLO

2020: Within CLO

MISSION STATEMENT

Interagency team members promote diversity, and represent a broad range of experience and expertise that includes state, county, and local emergency management agencies as well as other cooperators. This team adheres to the following principles:

- We are committed to provide safe, efficient, and effective direction to responders and the public during all phases of the operation.
- We are committed to effective communications, coordination, and cooperation with the host agency(s) and other effected departments and organizations.
- We are committed to providing a safe work environment and free of harassment.
- We are committed to build depth in the Eastern two-thirds of Montana by providing training opportunities when appropriate and support local involvement in incident management activities.
- We are committed to timeliness, cost efficiency, and use of host agency(s) direction while acting in accordance with safe and appropriate actions from mobilization through demobilization.
- We are committed to seeking all stakeholders and local expertise to achieve the agreed upon objectives and goals of the incident.
- We are committed to assist the host agency(s) with safe and appropriate transitions, Delegations of Authority, and other supporting incident documentation with consideration to local agreements, plans, and partnerships.

TEAM PROCEDURES

General

Each team member shall, from June 15 through September 15, be available, as much as possible, for wildland fire assignments. That availability will be communicated to the appropriate Section Chief and the Team Coordinator. Availability during the remainder of the year will be on an as-needed basis.

Responsibilities - Agency Administrator/Line Officer:

- Prepares or begins preparation of the MTDNRC Incident Situation Analysis for the IC
- Retains ultimate responsibility for the control of the incident, including mobilization and demobilization of the forces, equipment, supplies, etc. Provide briefing for team on arrival and debriefing on their departure. Provides team with an initial team briefing, including Agency Administrator objectives.
- Prepares a Delegation of Authority (Index E example) to manage or assist with the incident to the Incident Commander and may appoint a County Fire Advisor (CFAD) to work with the team.
- Establishes procedure for the release of incident information from the CAT.
- Is ultimately responsible for the assessment of the team effectiveness and performance. Annually the Board shall evaluate the CAT dispatch program as it pertains to the dispatch, mobilization and demobilization of the team, as well as team performance. The Board is responsible for setting the time, date and agenda.
- The hosting Land Office will route Performance Evaluations to other appropriate Land Offices and Board members.

Responsibilities – All Team Members

- Notify the Team Coordinator or Section Chief (**or section Chief's designee**) between June 15 through September 15 of unavailability longer than twenty-four hours. Section Chiefs MUST keep apprised of availability of their personnel to facilitate mobilization, and notify the IC of the ability to field their section. The Section Chief or their designee then will communicate section details to the Team Coordinator. Lastly, all individuals should notify their home dispatch office of pending resource orders when a team dispatch occurs.

Responsibilities - Command/General Staff Members

- CAT is accountable to the Agency Administrator(s) of DNRC FAMB, ELO, NELO, SLO, and CLO.
- The Command and General Staff must have at least the following positions:
 - IC
 - Deputy IC
 - Finance/Administration Section Chief
 - Logistics Section Chief
 - Operations Section Chief
 - Planning Section Chief
 - Safety Officer
 - Information Officer—may be combined with Liaison function
 - Liaison Officer—may be combined with Public Information function

Command/General Staff are to maintain fire qualifications. Candidates for the team must meet all the prerequisites of training and experience. The basic requirements are set forth in the National Wildfire Coordinating Group (NWCG) publication, "WILDLAND AND PRESCRIBED FIRE QUALIFICATION SYSTEM GUIDE, 310-1" and the DNRC "1100 Manual - Wildland Fire Management Training - Standards and Guidelines" unless otherwise specified. Qualifications are intended for an organized, Type 3 full team environment.

- The Command and General Staff shall provide incident training opportunities for trainee opportunities with priority of local government and DNRC personnel.

Responsibilities—IC

- In the absence of the Primary IC, assures the availability of an alternate that is Type 3 IC qualified
- The IC shall provide agenda and times to the Board prior to seasonal and post-seasonal (as needed) meetings.
- Reviews Delegation of Authority with Responsible Parties daily
- References within Fireline Handbook pages 164-166

Responsibilities - Deputy IC

- The Deputy shall assist the IC in any duties that need to be filled.
- The Deputy shall work on obtaining Type 3 IC Team Qualifications at a minimum.
- In the absence of the IC, the Deputy shall have the right/power to accept an assignment on behalf of the team.

Responsibilities - Board Of Directors

- Resolve issues that cannot be resolved by the IC or between the team and any other entity.
- Review the mobilization plan. Make any necessary updates and approve the final plan.

Responsibilities - Team Coordinator

- Maintains a list of availability and status of team members between June 15 and September 15.
- Notify each team member of dispatch order as per current dispatch procedure and maintain liaison with the appropriate dispatch center.
- Maintain list of alternates and trainees and call as needed.
- Notify Eastside Area Managers (NELO, ELO, SLO, and CLO) of CAT dispatch.
- Send Pre-Order to Host Dispatch at the direction of the Logistics Chief or designate, notify other dispatch centers of pending resource orders (SOS, EAS, NES, HDC, MDC)
- Team Coordinator currently resides at Miles City Interagency Dispatch Center. In the absence of the Coordinator, Randy Sanders will act as the back up team coordinator.

COUNTY ASSISTANCE TEAM

Command/General Staff

Members consist of an Incident Commander, Deputy Incident Commander, Two Operations Chiefs, Planning Chief, Logistics Chief, Finance Chief, Safety Officer, Incident Information Officer, and Liaison officer.

Additional Staff

Sections will be staffed as identified by the Section Chiefs and may include trainees. Coaching and trainee positions will be encouraged by the team and will be negotiated with hosting agency.

How to Request a Team

1. The County Firewarden/Agency calls the Area Fire Program Manager (FPM) to request the CAT.
2. The Area FPM makes a recommendation to the Area Manager/Line Officer.
3. The Area FPM and/or Area Manager/Line Officer notifies the IC of the incident and discusses the request for assistance. Acceptance or rejection of the request may be based on member availability, the ability to field a cohesive team, probable length of assignment, where the incident is occurring, complexity considerations, fire conditions, other ongoing activity likely to affect ELO/NELO/SLO/CLO, input from ELO/NELO/SLO/CLO/FAMB and section supervisors, or any other input deemed appropriate. The same criteria are used for every request.
4. The IC makes a timely determination for the request and contacts the Area Manager/Line Officer of the decision if needed.
5. The IC calls the Team Coordinator.
6. The Team Coordinator contacts the Miles City Interagency Dispatch Center Manager.
7. The Team Coordinator advises the local dispatch center to develop a resource order and advise incident of ETA for the CAT, but that notification of team members for the dispatch assignment will be accomplished by the Team Coordinator utilizing Miles City Interagency Dispatch Center.
8. FPM notifies the Fire and Aviation Management Bureau Chief, or Duty Officer. Please consult FAMB Duty Officer Schedule.
9. The DNRC Agency Administrator ordering the team should furnish the following information:

- a. Name of incident.
- b. Incident ORG Center (fire) number.
- c. Location of incident.
- d. Resource order numbers (minimum of 9 - O#s for core team plus 4 trainee O#s).
- e. Designated assembly point.
- f. Estimated time of briefing.
- g. Any other pertinent information.
- h. Incident Commander may be requested to call the ordering agency.
- i. Provides for an In-Briefing. Samples may be found in Appendix A.

ALL Hazard Response

The CAT team is sponsored by the Montana DNRC with majority of the experience with wildland fire. However, the team is continuing to organize and train for use with other hazards as well. The team is available for response on behalf of local governments as the lead agency for wildfires or hazards associated with dam failures, through the (IC) Incident Commander. The Montana Disaster and Emergency Services (MTDES) is the lead agency for all other hazards; under those circumstances the DNRC is a supporting agency and can be requested through the DES. The mobilization process, ordering of resources, issuance of a finance charge code, identification of a Line Officer/Agency Administrator, and Delegation of Authority, are outlined in the State of Montana Resource Mobilization Plan, which is a supporting document to the Montana Emergency Response Framework (2012).

Developmental/Trainee Positions

The number of additional developmental positions to be filled will be determined by the Incident Commander with the concurrence of the Agency Administrator. A list of available resources will be provided.

The intent of the developmental position is to provide "on-the-job" training and assurance that future qualified personnel will be available to participate on CAT.

Definitions

Command/General Staff Member - Person who is permanently attached to the CAT and expected to fill that functional position and respond with the CAT when dispatched.

Alternate - Person who is fully qualified in the position held and preferably has held that position on a Type III Team. This person is not permanently attached to the CAT and their availability is on an incident-by-incident basis.

Coached Position - Person needing coaching when they have lost their currency due to time lapse, and they need a dispatch or on-the-job training to bring them up to date.

Developmental/Trainee/Assistant - One who has completed all formal training required for a position, but lacks on-the-job experience of performing the duties of that position.

Pre-Order

The CAT Team current pre-order is held by the Team Coordinator at the Miles City Interagency Dispatch Center.

DIRECTORY OF TEAM COORDINATORS**TEAM COORDINATOR 2017**

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Deputy Coordinator

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2/1/2017

ELO EQUIPMENT ASSIGNED TO INCIDENT

Vehicle/Item	License	Yes	No		Comments
Radio Cache					
CAT Plans	DNR-12227				
CAT Cache van tractor	DNR-1784				91 Kenworth with generator
ELO Kitchen	DSL-169				
ELO Reefer	DNR-1127				
ELO Pantry	DSL-142				
Water Buffalo	DNR-1028				400 gallon, 1966 military surplus
Pickup, F-150 Ford Ext cab, 2005, 4x4	DNR-1674				
Pickup, F-150 Ford ext cab, 2014, 4x4	DNR-2086				John Staff truck
Pickup, F-250 Ford crew cab, 2005, 4x4	DNR-1678				
Pickup, F-250 Ford 2003, 4x4	DNR-1604				
Pickup, Kitchen, 1 Ton crew cab, 2003, 2x4	DNR-1938				Kitchen Pickup**
Pickup, F-150 Ford 2010, 4x4	DNR-1934				Randy Staff truck
Pickup, F-250 Ford 1997, 4x4	DNR-1055				Ray Hageman
Pickup, 2500 GMC 2006, 4x4	DNR-1733				
Pickup, F-350 Ford 2002, 4x4	DNR-1560				
Shop Truck, Chevy 1997 Ford Super Duty 4X4	DNR-1080				Shop truck
2004 Kitchen Wash TRL	M-293				
Engine, Type 5 F-550 Ford, 2015 5500 RAM, 4x4	DNR-2147				
Engine, Type 6 F-450 Ford, 2005, 4x4	DNR-1664				

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NELO EQUIPMENT ASSIGNED TO INCIDENT

Vehicle/Item	License	Yes	No		Comments
Radio Cache					
CAT Finance Trailer	DNR-3A				
Polaris ATV	514035				
Pickup, puller, 1 Ton 4x4	DNR-1597				
Pickup, Crew Cab, 3/4 Ton, 4x4	DNR-2198				Heath Gerber
Car, Chevy Malibu	DNR-1993				
Pickup, Crewcab, 2006, 3/4 ton, 4x4	DNR-1738				Pat Hultin
Pickup, 3/4 Ton, 4x4	DNR-1046				Fuel Pickup-100 gallon
SUV, Expedition, 4x4	DNR-1892				Becky Shepard
Pickup, 1/2 Ton, 4x4	DNR-1860				Don Pyrah
Pickup, 1/2 Ton, 4x4	DNR-1920				
Pickup 1Ton, 4x4	DSL-1593				
Pickup, 1 Ton, 4x4	DNR-1594				
SUV, Jeep, 4x4	DNR-1664				Glenda Tonne
Pickup, 1/2 Ton, 4x4	DSL-2				Clive Rooney
Pickup, 1 Ton 4X4	DNR-2151				Tim Crosmer
Pickup, 3/4Ton, 4x4	DNR-2084				Monte McNally
Pickup, 1/2 Ton, 4x4	MP-11-C39				Matt Poole
Pickup, 1/2 Ton, 4x4	MP-11-B64				
Pickup, 1/2 Ton, 4x4	MP-11-B19				Mike Dailey

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SLO EQUIPMENT ASSIGNED TO INCIDENT

Vehicle/Item	License	Yes	No	Comments
SLO Kitchen Trailer	DSL-907			
SLO Handwash Trailer	DNR-2A			
SLO Dishwash Trailer	DNR-1545			
SLO Reefer	DNR-1948			
SLO Pantry	DNR-2103			
SLO Propane	DNR-1946			
	DNR-1992			Derek Yeager
Pickup, 4x4	DSL-842			Kitchen pickup
Pickup, 4x4	DNR-1605			
Pickup, 1/2 Ton 4x4	DNR-1523			
Pickup 4x4	DNR-1917			Overhead
Shop Truck, 4x4	DNR-1577			Mark Sherburn
Engine, Type 4 4x4				
Engine, Type 3 2x4				
SUV, Excursion 4x4	DNR-1627			
Pickup, 1/2 Ton, 4x4	DNR- 2107			Matt Wolcott

1/1/2017

OTHER LAND OFFICE W/EQUIPMENT

Vehicle/Item	License	Yes	No	Comments
Pickup, 1/2 Ton, 4x4 2009 Ford F150 CC	DNR-1864			FAMB
Pickup, 1/2 Ton, 4x4 2014 Ford F150 XC	DNR-2088			FAMB
Pickup, 1/2 Ton, 4x4 2010 Ford F150 XC	DNR-1935			FAMB
Pickup, 3/4 Ton, 4x4 2008 F250	DNR-1811			FAMB
Pickup, 1/2 Ton, 4x4 2014 Ford F150 XC	DNR-2089			FAMB
Pickup, 4x4 2012 GMC CC	DNR-2001			FAMB
Shop Truck, 4x4 2001 Ford F350	DNR-1543			FAMB
Shop Truck, 1 Ton, 4x4, 2008 Chev 3500 Pickup, Command, 4x4 2012 Ford F350	DNR-2005 DNR-2002			FAMB FAMB--Gallagher
Pickup, Command, 4x4 2011 Ford F350	DNR-1972			FAMB--Longacre
2014 SUV, 4x4	DNR-2079			FAMB--D. Williams
Polaris ATV	M8305			FAMB-D. Williams
Polaris Trailer	M8459			FAMB-D. Williams
Pickup, Dodge Crew cab, 4x4	DNR-2078			CLO--Hamilton
Pickup, 1/2 Ton, 4x4	DNR-1636			Helena--Kevin Chappell

OTHER ITEMS FOR LOCAL AREA MANAGER & COUNTY COMMISSIONERS TO CONSIDER

- Advise Line Officer of situation and team arrival.
- Briefing for take-over and release of team.
- Complete Incident Situation Assessment.
- Identify incident camp location.
- Assign Liaison Officer (County Fire Advisor).
- Identify local information contact(s).
- Have maps of incident area available for team.
- Pre-attack Plans, County Fire Management Plans.
- Alert evacuation officials (County DES & Sheriff).
- Identify need for EEO considerations.
- Identify local trainee needs.
- Identify need for Dispatch.
- Logistics local support group.
- Identify vehicles for team use.
- Fuel source.
- Garbage pickup.
- Potable water.
- Staging/Mob Centers.
- Grey water.
- Food source.
- Coordinated Information releases.
- Identify finance needs (ISUITE).